Classification

14

REPORTS INVENTORY	CONTROL NO.
PREPARE IN DUPLICATE	DDS/OTR/EA - 7

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	X	STATISTICAL
Program Call		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	2	PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL	1	FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
13	Annually	5

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum, Form		YES	IF YES GIVE ADP PROCESSING NO.	Memo from Director, PPB
		NO		

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OTR/BF	7 - Work sheets from Station, Staff & School Chiefs

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	9.10		80		728.00		1		728.00